

# **California NAUPA II Reporting Instructions for Holders of Unclaimed Property**



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California State Controller

**ONLY ACCEPTABLE FOR LIFE INSURANCE COMPANIES  
REMIT REPORT DUE: DECEMBER 1 - 15, 2008**

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# Introduction

The State of California's Unclaimed Property Law (Code of Civil Procedure section 1500 et seq.) requires organizations to review their records annually to determine if they are holding any funds, securities, or other property that has been unclaimed for the required dormancy period. "Holders" include business associations, banking and financial organizations, life insurance corporations, and others holding property belonging to another person. The law requires these holders to report such unclaimed property to the State Controller's Office (SCO).

The SCO accepts the **Standard NAUPA II format**, which is the national standard for reporting unclaimed property to the states. **The CA NAUPA II and the CA Magnetic Media (Diskette Reporting Program) formats will only be accepted, for life insurance companies through the December 1-15, 2008 remit reporting cycle. The SCO recommends that all holders use the Standard NAUPA II format.** The SCO also urges all holders to submit reports in an electronic format to expedite processing and to ensure accurate processing of the reported information. All paper reports submitted that include 50 or more properties will be returned to the holder to submit in an electronic format as prescribed by the SCO. For free unclaimed property reporting software, please see the [National Association of Unclaimed Property Administrators \(NAUPA\) Web site](#).

This user's guide is not intended to be the sole source of information regarding the holder's legal obligations under the Unclaimed Property Law. Each organization should review the entire law to ensure that it meets all reporting requirements. Review of the law should be ongoing, as revisions to the statutes may cause changes in reporting requirements.

To ensure complete, accurate, and timely reporting of unclaimed property, this user's guide and all related materials should be forwarded to the person(s) in the organization responsible for the preparation of unclaimed property reports. It should be noted that, when the reports are prepared by a reporting service, quality and accuracy remain the responsibility of the organization for whom the report is prepared.

The SCO is committed to making reporting requirements as simple as possible for the holder community. Unclaimed Property forms, reporting instructions, laws, and regulations are available at the SCO's Web site at [www.sco.ca.gov](http://www.sco.ca.gov). Holders are also encouraged to reference the updated [General Reporting Instructions for Holders of Unclaimed Property](#). Please continue to check the SCO's Web site for further updates. If you have any questions, please call the Unclaimed Property Reporting Unit at (916) 464-6284 or e-mail [ucpreporting@sco.ca.gov](mailto:ucpreporting@sco.ca.gov).

# Special Reporting Instructions

The State has enacted reporting changes as a result of the passage of Senate Bill 86. This bill was passed in compliance with a federal court preliminary injunction that required the State to modify its notice practices. A summary of reporting requirements under this new law is as follows:

## *Overview*

- Holders are required to file a report without remittance before November 1, 2008, or before May 1, 2009 for life insurance companies.
- The SCO is required to send a notice to all owners included on these reports with a property value of \$50 or more within 165 days. The notice will alert the owner that property in possession of the holder will be transferred to the state unless the owner contacts the holder regarding the property.
- Holders are required to file a report and remit property to the SCO between June 1 and June 15, 2009, or between December 1 and December 15, 2008 for life insurance companies (pertaining to May 2008 Notice Reports). The SCO will make arrangements to collect safe deposit boxes at a later date.

**Holder Due Diligence** – The holder’s responsibility to notify owners of their property six to twelve months before the property becomes reportable or transferable is still in effect. (Reference Code of Civil Procedure (CCP) sections 1513.5, 1516(d) and 1520(b)). There are no changes to this requirement. See our [Holder Due Diligence Sample Letter](#).

**Holder Notice Report** – A Notice Report (*without* property remittance) shall be filed before November 1, 2008, and before May 1, 2009 for life insurance companies.

- a) **Do not remit** any property with the Holder Notice Report due before November 1 (or before May 1 for life insurance companies).
- b) **Report Format** - Reports must be submitted in one of the following formats:
  1. [Standard NAUPA II](#)
    - [FREE Reporting Software available at www.unclaimed.org](#)
  2. [Paper](#) (If Reporting Fewer Than 50 Properties Only)

**EXCEPTION FOR LIFE INSURANCE COMPANIES:** In addition to the above two formats, the following will be accepted for the life insurance companies through the **December 1-15, 2008 remit reporting cycle ONLY.**

3. [CA NAUPA II](#)
4. [CA Magnetic Media](#)
5. [Diskette Reporting Program](#)

Holders are also encouraged to reference the [General Reporting Instructions for Holders of Unclaimed Property](#)

- c) **Owner Information** - Previous requirements will remain in effect. List all known owner and property information (as prescribed by the SCO), such as **owner name, Social Security number, last known address, property type, property amount, and date of last contact by the owner.**
- d) **Holder Contact Information (all formats):**
  - i. **First Holder Contact** – The SCO will use the first holder contact information to contact the holder with questions regarding the report.
  - ii. **Second Holder Contact** – The SCO will use the second holder contact information as a property owner contact so that the property owner may contact the holder about their property. The SCO is required to send a notice to all property owners with accounts valued at \$50 or more prior to the transfer of property from the holder to the SCO. The SCO prints the contact information on the notice sent to owners. The owners will be instructed to contact the holder regarding their property to prevent the transfer to the SCO. If the holder provides only one contact, it will be used for both purposes.
- e) **Submit required UCP forms** for reporting unclaimed property. A hard copy of the UFS-1 is required for each report. This form has been modified to include holder contact information for property owners and agent contact information.

**Holder Remit Report** – A Holder Remit Report shall be filed with the remittance and delivery of the property as follows:

- a) **Due Dates** - The Holder Remit Report along with the delivery or remittance of all remaining unclaimed property is due no sooner than June 1, 2009, and no later than June 15, 2009, or for life insurance companies, no sooner than December 1, 2008, and no later than December 15, 2008 (pertaining to May 2008 Notice Reports).
- b) **Report Format** – Reports must be submitted in one of the following formats:
  - 1. [Standard NAUPA II](#)
    - [FREE Reporting Software available at www.unclaimed.org](http://www.unclaimed.org)
  - 2. [Paper](#) (If Reporting Fewer Than 50 Properties Only)

**EXCEPTION FOR LIFE INSURANCE COMPANIES:** In addition to the above two formats, the following will be accepted for the life insurance companies through the **December 1-15, 2008 remit reporting cycle ONLY.**

- 3. [CA NAUPA II](#)
- 4. [CA Magnetic Media](#)
- 5. [Diskette Reporting Program](#)
- c) **Owner Information** - Previous requirements will remain in effect. List all known owner and property information (as prescribed by the SCO), such as **owner name, Social Security number, last known address, property type, property amount, and date of last contact by the owner.**

- d) **Holder Contact Information** – The SCO will use the first holder contact information to contact the holder with questions regarding the report. A second holder contact is not required on the Holder Remit Report.
- e) **Required Forms** – A hard copy of the UFS-1 form is required with every report. Please note that this form has been modified to include an affirmation stating that all accounts reported on the Holder Notice report that are not reported on the Holder Remit Report are omitted because the property is no longer considered unclaimed due to owner contact or return of the property to the owner. The SS-1 form is required for all reports that include securities that are being reported and remitted.
- f) **Accounts Included on the Holder Notice Report that Are No Longer Unclaimed**– For owner accounts that were reported on the Holder Notice Report that are no longer unclaimed because of owner contact prior to the due date of the holder Remit Report, the holder will exclude the owner accounts from the report. Please note that the holder will be signing an affirmation on the UFS-1 to verify that all accounts that were reported on the Holder Notice Report, but not included on the Holder Remit Report are omitted because the property is no longer considered unclaimed due to owner contact or return of the property to the owner.
- g) **New Accounts not Included on the Holder Notice Report** – If the holder identifies accounts that were not included on the original Holder Notice Report, the holder must not include those owner accounts on the Holder Remit Report. California law requires that before unclaimed property can be transferred to the state, the SCO must send a notice to the owner to give them the opportunity to claim their property from the holder before it is transferred. Therefore, any new properties identified that were not included on the Holder Notice Report should be reported on a separate Supplemental Holder Notice Report and not included on the Holder Remit Report. For reports received after January 31, the Holder Remit Report due date will be no less than seven months nor more than seven and a half months after the date the Notice Report is filed.

# Holder Assistance

## Contact Information

Visit our Web site: [www.sco.ca.gov](http://www.sco.ca.gov)

Inquire via e-mail: [ucpreporting@sco.ca.gov](mailto:ucpreporting@sco.ca.gov)

General Reporting Inquiries (916) 464-6284

Compliance Unit (916) 464-6088

Remitting Securities (916) 464-6244

Electronic Funds Transfer Unit (916) 464-6220  
(\$20,000 or more must be remitted via EFT)

Claims Research (800) 992-4647

## Mailing Address:

Mail report to:

Office of State Controller John Chiang  
Unclaimed Property Division  
P.O. Box 942850  
Sacramento, California 94250-5873

For courier delivery services, use the following street address:

Office of State Controller John Chiang  
Unclaimed Property Division  
10600 White Rock Road  
Rancho Cordova, California 95670



# California NAUPA Development and Review

## Report Requirements

It is the responsibility of each organization, prior to preparing unclaimed property reports, to review the law to ensure that it understands all requirements. Questions regarding the reporting process may be directed to the Unclaimed Property Division's Reporting Unit at (916) 464-6284.

The SCO accepts the **Standard NAUPA II** format, which is the national standard for reporting unclaimed property to the states. **The CA NAUPA II and CA Magnetic Media will only be accepted, for life insurance companies through the December 1-15, 2008 remit reporting cycle. *The SCO recommends that all holders use the Standard NAUPA II format.*** The SCO also urges all holders to submit reports in an electronic format to expedite processing and to ensure accurate processing of the reported information. All paper reports submitted that include 50 or more owners will be returned to the holder to submit in an electronic format as prescribed by the SCO. For free unclaimed property reporting software, please see the [National Association of Unclaimed Property Administrators \(NAUPA\) website](#).

A holder must submit a Holder Face Sheet (Form UFS-1) for each holder report. The total on the UFS-1 must match the amount reported on the diskette or CD.

When reporting securities, in addition to the UFS-1, the holder is also required to complete and submit a Securities Summary (Form SS-1).

Holders are required to remit unclaimed property payments of \$20,000 or more via Electronic Funds transfer (EFT). Please note that remittances of \$20,000 or more that are not submitted via EFT will be subject to penalties (CCP 1532). Additionally, electronic fund transfers do not have a required minimum amount, so remittances of less than \$20,000 may also be submitted via EFT. For further information, please refer to the [Electronic Funds Transfer Information Guide](#).

Multiple reports submitted on CD or diskette must be submitted with a list of each holder reported and the corresponding dollar amount.

Reports must include all property that has remained unclaimed for the required dormancy period as of June 30 (or the end of the holder's fiscal year).

It is imperative that holders file complete and accurate reports in accordance with the holder reporting instructions and the Unclaimed Property Law. Failure to follow these instructions may result in a report being returned to the holder for correction and may result in an assessment of interest and fines. (CCP Sections 1576 and 1577)

# California NAUPA Format Requirements

## Record Type Descriptions

The NAUPA standard for reporting unclaimed property is based upon six record types:

- (1) Holder Records
- (2) Property Records
- (3) Property Additional Owners
- (4) Reserved**
- (5) Securities Additional Information
- (6) Tangible Property Information
- (7) Reserved**
- (8) Reserved**
- (9) Summary Information

The records are based on a 625-byte record layout developed by NAUPA. The first byte of each record contains a TR-CODE that denotes the type of record, and the subsequent 624 bytes are used to store the fields for that particular record. The TR-CODE is a number between 1 and 9. This number indicates the type of record, as indicated below:

If the TR-CODE equals:

- **1** - then it is a **HOLDER** record.
- **2** - then it is a **PROPERTY** record.
- **3** - then it is a **PROPADD** record.
- **5** - then it is a **SECURITY** record.
- **6** - then it is a **TANGIBLE** record.
- **9** - then it is a **SUMINFO** record.

TR-CODES **4**, **7**, and **8** are reserved for future use.

Holders using the California NAUPA standard must use the file formats shown in the record format sections of the Appendix.

The Mandatory/Required/Optional column of the charts shows whether a field is mandatory, required, or optional.

If the field is marked:

- **“M” or mandatory** – information must be supplied in order to process the file correctly, or the file will be rejected.
- **“R” or required** – you must supply the information if you have it, i.e., the information is usually required by law or regulation. If you cannot supply the information, you must space fill character fields (type class C) and zero fill numeric fields (type class N).
- **“O” or optional** – the information is desired and may be used if supplied. If you opt not supply information, you must space fill character fields (type class C) and zero fill numeric fields (type class N).

## Multiple Holder Reports

Because the PROPERTY, PROPADD, SECURITY, TANGIBLE, and SUMINFO records do not contain fields to link them with a certain holder record, using a single file for multiple holder reports requires some special handling. If multiple holder reports are put on a single medium, holders **MUST** follow the instructions below.

- Multiple holder reports may be included in a single diskette, provided all holder reports are in the same file in the root directory.
- The HOLDER record must be the first record in the file, and the SUMINFO record must be the last record in each holder report. All PROPERTY, PROPADD, SECURITY and TANGIBLE records located between the HOLDER and SUMINFO records will be assumed to belong to that HOLDER record.
- The HOLDER record for the second holder report should be the first record after the SUMINFO record for the previous holder report.

The same criteria apply to subsequent holder reports.

## CD/Diskette Physical Requirements

**All diskettes** must meet the following requirements.

- The diskette must be a standard high-density, 3.5-inch, 1.44 MB diskette.
- The record format is a fixed record length (625-byte) ASCII file.
- The data on the diskette must be recorded in an uncondensed or non-compressed format.

**All CDs** must meet the following requirements.

- CDs must be CD-R formatted.
- The record format is a fixed record length (625-byte) ASCII file.
- The data on the diskette must be recorded in an uncondensed or non-compressed format.

## **CD/Diskette Submission Requirements**

After the report has been developed using the File/Record Format Requirements, it must be copied to a file (one or more reports may be copied to a single file). The SCO requires that each CD or diskette submitted contain no more than one file. CDs or diskettes with multiple files (icons) will be returned to holders.

## **Test CD/Diskette Development**

It is recommended that the holder first prepare a test CD or diskette, using sample data that represents property types typically reported. The test file should be sent to the SCO prior to the report due date to allow enough time for review, return to the holder, and correction by the holder of any errors.

Select no more than 1,000 accounts, representing the diversity of property types typical to the organization's unclaimed property report.

Verify that all elements of the format requirements, as defined in this guide, are met.

Label the CD or diskette TEST FOR (HOLDER NAME) and send it to the State Controller's Office (see General Instructions for Reporting Unclaimed Property, Where to File).

## **Test CD/Diskette Review**

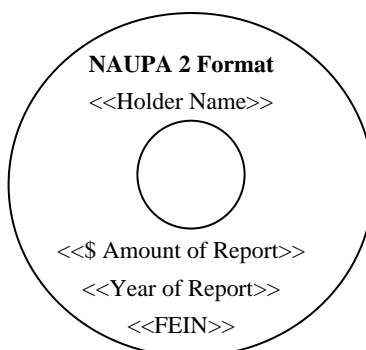
Upon receipt, the test CD or diskette will be reviewed by the State Controller's Office. If the data on the CD or diskette is formatted correctly, we will send an approval letter to the holder, authorizing the organization to submit a production CD or diskette. If the media cannot be read or the data is not formatted correctly, we will return the CD or diskette with a letter detailing the errors. After the corrections are made, the holder should submit the new test CD or diskette with a cover letter indicating: "Replacement Test CD/Diskette."

## Production CD/Diskette Development and Labeling

All CDs and diskettes must be in an uncondensed or non-compressed format. Diskettes, however, may be zipped. When zipping, use PKZIP© version 2.04g utility or WinZip, and write "ZIPPED" on the label.

All CDs and diskettes must include an external label with the preparer's name and telephone number. Paper printouts of the file may be sent to assist the SCO information-processing staff in correcting minor errors, but they are not required.

Sample CD Label



Sample Diskette Label

<p><b>NAUPA 2 Format</b></p> <p>&lt;&lt;Holder Name&gt;&gt;</p> <p>&lt;&lt;\$ Amount of Report&gt;&gt;</p> <p>&lt;&lt;Year of Report&gt;&gt;</p> <p>&lt;&lt;FEIN&gt;&gt;</p>
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Include the completed UFS-1 form.

## Production CD/Diskette Review

Upon receipt, the SCO will review the production CD or diskette. If the media cannot be read or the data is not formatted correctly, we will return the CD or diskette with a letter detailing the errors. After the corrections are made, the holder should submit a replacement CD or diskette with a cover letter indicating: "Replacement CD/Diskette."

# Field Definitions/Specifications

## HOLDER Record – Field Definitions/ Specifications

There will always be at least one HOLDER record with each report. The information in the HOLDER record relates to the institution reporting the property. All subsequent PROPERTY, PROPADD, SECURITY, TANGIBLE, and SUMINFO records are attributed to this holder's report.

### 1. TR-CODE

This field must contain "1" to denote that the record is a HOLDER record.

### 2. HOLDER-TAXID

Federal employer identification number – Enter the nine-digit tax ID number assigned to you by the federal government. If you are not familiar with your tax ID number, contact your payroll, accounting, or tax department. Do not include any hyphens in the federal employer identification number.

### 3. HOLDER-TAXID-EXT-BRANCH NUMBER

Enter the branch number. If there is no branch number, zero fill.

### 4. HOLDER-RPT-MONTH/YEAR

Enter the **two-digit month** (4(a)) followed by the **two-digit year** (4(b)) for which the property is being reported, as indicated in the holder record format section in the Appendix.

For example, if the report period ends June 30, 2000, the holder report is due November 2000. Enter **1100** to indicate the month of November and the year 2000.

For insurance companies, if the report period ends December 31, 2000, the holder report is due May 2001. Enter **0501** to indicate the month of May and the year 2001.

### 5. HOLDER-RPT-TYPE

The only accepted value is R.

### 6. HOLDER-RPT-NUMBER

The only accepted value is 01.

### 7. HOLDER-RPT-FORMAT

The only accepted value is R.

#### 8. HOLDER-SIC-CODE

This is the four-digit Standard Industrial Classification code that indicates the primary business activity of the reporting company.

#### 9. HOLDER-INCORPORATED-STATE

Enter the two-character postal abbreviation of the state in which the company is incorporated. Savings and loan associations, banks, and credit unions should enter the state in which they were chartered.

#### 10. HOLDER-INCORPORATED-DATE

HOLDER-INC-DATE-CCYY (four-digit year)

HOLDER-INC-DATE-MM (two-digit month)

HOLDER-INC-DATE-DD (two-digit day)

Enter the date on which the company was incorporated or licensed to do business. Savings and loan associations, banks, and credit unions should enter the date their organization was chartered. "MM" equals the numerical month, "DD" equals the day, "CC" equals the century, and "YY" equals the year.

#### 11. HOLDER-NAME

Enter the name of the company or institution for which you are reporting. Punctuation (periods, commas, apostrophes, etc.) should never be used under any circumstances. If the name of the company starts with the word "the," place "the" at the end. For example: "The Smith Company" should read "Smith Company The." Do not abbreviate the first word of the company name, e.g., American vs. Amer. National vs. Natl. Also, do not use numeric values in the holder name field unless absolutely necessary. The word "first" should never be abbreviated as "1st." Exceptions can be made when a number is part of a company logo or registered trademark, such as A1 Inc or 84 Lumber. Company names containing initials should have spaces between them, e.g., J J Reynolds vs. JJ Reynolds.

#### 12. HOLDER-CITY

Enter the name of the city where the corporate headquarters or the primary place of business is located for the tax ID noted above.



### 13. HOLDER-COUNTY

Enter the name of the county where the corporate headquarters or the primary place of business is located for the tax ID noted above.

### 14. HOLDER-STATE

Enter the name of the state where the corporate headquarters or primary place of business is located for the tax ID noted above. Enter the valid two-character postal abbreviation of the holder's state (refer to State Codes in appendix).

### 15. HOLDER-CONTACT1

Enter a contact name, address, phone number, and phone extension (if applicable) of the person responsible for the report. This person should also be able to answer questions concerning the contents of the report, i.e., the person who created the report. A physical address for the holder that is reporting is mandatory. (For byte counts for the following sub-fields, refer to the Holder Record Format table in the appendix.)

#### (a) NAME

Enter the report contact person's name in the order of first, middle, and last.

#### (b) ADDR1 – HOLDER STREET ADDRESS

Enter the holder's street address.

#### (c) ADDR2 – HOLDER P.O. BOX

Enter the holder's post office box number.

#### (d) ADDR3 – **This field is not used by California. Space fill.**

#### (e) CITY – HOLDER CITY

Enter the city. Do not use commas. If the address is outside the United States, list the province, etc., here.

#### (f) STATE – HOLDER STATE

Enter the two-character state postal abbreviation (refer to State Codes in appendix).

#### (g) ZIP – HOLDER ZIP CODE

Enter the five- or nine-character zip code. If you use only the first five positions, space fill the remaining four positions, i.e., do NOT use zeros to fill the remaining positions. Do not include any hyphens in the zip code.

(h) COUNTRY – HOLDER COUNTRY

Enter the three-letter country abbreviation, e.g., USA  
(refer to Country Codes in appendix).

(i) TELEPHONE

(1) TEL-AC – HOLDER AREA CODE

Enter the area code.

(2) TEL-NBR – HOLDER TELEPHONE

Enter the seven-digit telephone number.

(3) TEL-EXTENSION – **This field is not used by California.**

**Space fill.**

(j) EMAIL – **This field is not used by California. Space fill.**

16. PROPERTY OWNER CONTACT – (Previously Holder-Contact 2)

**Important Update:**

**Recent legislation, SB 86, requires that the SCO send a notice to all owners with accounts valued at \$50 or more prior to the transfer of property from the holder to the SCO. The contact information listed in this section will be printed on notices generated from the Notice Report. If this contact information is left blank, the holder contact information will be used. *This section was previously used to enter Agent contact information. Agent contact information is now reported on the UFS-1 form.* Property owner contact information is not required if the report being filed is a Remit Report.**

(a) NAME – PROPERTY OWNER CONTACT NAME

Enter the owner contact person's name, in the order of first, middle, and last.

(b) ADDR1 – PROPERTY OWNER CONTACT ST ADDRESS

Enter the street address of the reporting agent.

(c) ADDR2 – **This field is not used by California. Space fill.**

(d) ADDR3 – **This field is not used by California. Space fill.**

(e) CITY – PROPERTY OWNER CONTACT CITY

Enter the city. Do not use commas. If the address is outside the United States, list the province, etc., here.

(f) STATE – PROPERTY OWNER CONTACT STATE

Enter the two-character state postal abbreviation (refer to State Codes in appendix).

(g) ZIP – PROPERTY OWNER CONTACT ZIP

Enter the five- or nine-character zip code. If you use only the first five positions, space fill the remaining four positions, i.e., do NOT use zeros to fill the remaining positions. Do not include any hyphens in the zip code.

(h) COUNTRY – PROP OWNER CONTACT COUNTRY

Enter the three-letter country abbreviation, e.g., USA (refer to Country Codes in appendix).

(i) TELEPHONE

(1) TEL-AC – PROP OWNER CONTACT AREA CODE

Enter the area code.

(2) TEL-NBR – PROP OWNER CONTACT TELEPHONE

Enter the seven-digit telephone number.

(3) TEL-EXTENSION – **This field is not used by California. Space fill.**

(j) EMAIL – **This field is not used by California. Space fill.**

17. HOLDER-FAX – **This field is not used by California. Zero fill.**

18. NAICS CODE – **This field is not used by California. Zero fill.**

19. FILLER

Space fill.

**PROPERTY Record  
– Field Definitions/  
Specifications**

There is one PROPERTY record for each piece of property. The PROPERTY record contains information about the piece of property and about the Primary Property Owner (if known). Each piece of property will have a separate PROPERTY record. If an owner has multiple pieces of property, there will be a separate PROPERTY record for each piece of property.

**1. TR-CODE**

This field must contain "2" to denote that the record is a PROPERTY record.

**2. PROP-SEQUENCE-NUMBER**

The sequence number for each record should be unique. The first property record for a holder should be "000001" for the PROP-SEQUENCE-NUMBER, and the sequence number should be incremented by one as other property records are added. If the Holder Report includes an AGGREGATE record, then the AGGREGATE record should be the first property record within a property type. The data in this field should be right-aligned and zero filled.

**3. PROP-OWNER-TYPE**

The only accepted value is P.

**4. PROP-NAME-ID**

Enter "C" to identify the name on this record as a business name. Otherwise, space fill if there is an individual's name on this record.

**5. PROP-OWNER-NAME-LAST**

Enter the owner's last name or the company name if it is a business.

If the owner is a business, enter the business name exactly as adopted, except where the first word is "The." In this case, "The" should be placed at the end. For example: "The Smith Company" should be entered as "Smith Company The." Punctuation (periods, commas, apostrophes, etc.) should never be used under any circumstances. Do not abbreviate the first word of the company name, e.g., American vs. Amer, National vs. Natl. Also, do not use numeric values in the name field unless absolutely necessary. The word "first" should never be abbreviated as "1st." Exceptions can be made when a number is part of a company logo or registered trademark, such as A1 Inc or 84 Lumber. Company names containing initials should have spaces between them, e.g., J J Reynolds vs. JJ Reynolds.

Valid values for a business name include any alphanumeric characters.

Valid values for an individual's last name are alpha, space, apostrophe, and hyphen.

If the owner record is an aggregate, enter in this field "AGGREGATE." If the owner/owners are unknown, enter "UNKNOWN." California's aggregate amount is \$49.99 and under.

*Although California law allows holders to aggregate properties of \$49.99 or less, holders are encouraged to report owner details when possible to assist in reuniting owners with their property.*

6. PROP-OWNER-NAME-FIRST

Enter the owner's first name. If a last name is present, this field requires at least an initial. If unknown, enter "UNKNOWN."

7. PROP-OWNER-NAME-MIDDLE

Enter the owner's middle name.

8. PROP-OWNER-NAME-PREFIX

Enter the owner's prefix, such as M/M (for Mr. and Mrs.).

9. PROP-OWNER-NAME-SUFFIX

Enter the owner's suffix, such as Jr, Sr, III.

10. PROP-OWNER-NAME-TITLE

Enter the owner's title, such as Dr, Pvt, Rev.

11. PROP-OWNER-ADDRESS

Enter the owner's last-known address. You must list the last-known address even if the mail has been returned by the post office. When establishing whether the claimant is the rightful owner, confirmation of this address is very important. If the owner's street address is unknown, space fill. DO NOT fill with "UNKNOWN" or "ADDRESS UNKNOWN."

(a) ADDRESS1 – OWNER STREET ADDRESS

Enter the owner's last known street address.

(b) ADDRESS2 – **This field is not used by California. Space fill.**

(c) ADDRESS3 – **This field is not used by California. Space fill.**

12. PROP-OWNER-CITY

Enter the city of the last-known address of the owner. If the owner's last-known city is not in the United States, list the province, etc. If the owner's city is unknown, space fill. DO NOT fill with "UNKNOWN" or "CITY UNKNOWN."

13. PROP-OWNER-COUNTY

Enter the county name of the owner's last-known address, or the holder's branch location or principal place of business in the reporting state. If the county name is unknown, space fill.

14. PROP-OWNER-STATE

Enter the standard two-character postal abbreviation of the owner's state of last-known address (refer to State Codes in appendix). If the owner's last-known address is not in the United States, space fill.

15. PROP-OWNER-ZIP

Enter the owner's five or nine character zip code. If five digits are used, space fill the remaining four the remaining four positions, i.e., do NOT use zeros to fill the remaining positions. Do not include any hyphens in the zip code.

16. PROP-OWNER-COUNTRY

Enter the country of the last-known address of the owner (refer to Country Codes in appendix).

17. PROP-OWNER-TAXID

Enter the owner's Social Security number (SSN) or the company's federal employer identification number. When establishing ownership, the SSN/FEIN is very important. This number will not be released as public information but will be used for identification purposes. Do not include any hyphens in the FEIN or SSN.

18. PROP-OWNER-TAXID-EXT

Enter the owner's Social Security number or federal employer identification number extension, if applicable.

19. PROP-OWNER-DATE-OF-BIRTH

(a) PROP-OWNER-DOB-CCYY (four-digit year)

(b) PROP-OWNER-DOB-MM (two-digit month)

(c) PROP-OWNER-DOB-DD (two-digit day)

Enter the owner's date of birth. "MM" equals the numerical month, "DD" equals the day, "CC" equals the century, and "YY" equals the year.

20. PROP-STARTING-TRANSACTION-DATE

Enter the date of last contact with owner.

(a) PROP-ST-TRANS-DATE-CCYY (four-digit year)

(b) PROP-ST-TRANS-DATE-MM (two-digit month)

(c) PROP-ST-TRANS-DATE-DD (two-digit day)

**This field is mandatory.** The PROP-STARTING-TRANSACTION-DATE (also known as the date of last transaction, or last activity date) is the date on which the last deposit or withdrawal occurred, the date the mail was returned, or the date on which the property became payable, redeemable, dormant, or returnable (e.g., issue date of a check).

"MM" equals the numerical month, "DD" equals the day, "CC" equals the century, and "YY" equals the year.

21. PROP-ENDING-TRANSACTION-DATE – **This field is not used by California. Zero fill.**

22. PROP-PROPERTY-TYPE

The property type code distinguishes one property type from another. All codes are four characters. Refer to the Appendix for the appropriate code.

23. PROP-AMOUNT-REPORTED – **This field not allowed by California. Zero fill.**

24. PROP-DEDUCTION-TYPE

California allows deductions only for service charges, as indicated in the appendix table for deduction codes. If service charges apply, enter the code for service charge, SW (see Appendix). If no service charge applies, space fill.

25. PROP-DEDUCTION-AMOUNT

Enter the amount of the deduction to be subtracted from the gross amount due to the owner. The amount deducted is a 10-digit, zero-fill field with two decimal places assumed. The decimal point is not actually entered. DO NOT enter it as a negative.

Examples: \$253 = 0000025300, \$253.73 = 0000025373

26. PROP-AMOUNT-ADVERTISED – **This field is not allowed by California. Zero fill.**
27. PROP-ADDITION-TYPE – **This field is not allowed by California. Space fill.**
28. PROP-ADDITION-AMOUNT – **This field is not allowed by California. Zero fill.**
29. PROP-DELETION-TYPE – **This field is not allowed by California. Space fill.**
30. PROP-DELETION-AMOUNT – **This field is not allowed by California. Zero fill.**
31. PROP-AMOUNT-REPORTED/REMITTED – For the Holder Notice Report, enter the amount being reported for each owner.
- For the Holder Remit Report, enter the amount being remitted for each owner. Please note, for owner accounts that were reported on the Holder Notice Report that are no longer unclaimed because of owner contact prior to the due date of the Holder Remit Report, the holder will exclude the owner account from the Holder Remit Report.
32. PROP-INTEREST-FLAG – **This field is not allowed by California. Space fill.**
33. PROP-INTEREST-RATE – **This field is not allowed by California. Zero fill.**
34. PROP-STOCK-ISSUE-NAME
- Enter the original name of the security issue that is due to the owner. **Do not** enter more than one issue per owner record. (For example, brokers must provide one property record for each issue held in an owner's account.) If this is a redemption, this field should contain the name of the successor. Make sure to indicate the type of stock if it is other than common.
35. PROP-STOCK-CUSIP
- Enter the CUSIP number of the security issue named in number 34 above that is due to the owner, i.e., this is what you will be reporting to the state. **The entry must be a valid stock exchange CUSIP.**
36. PROP-NUMBER-OF-SHARES
- Enter the number of shares that are due to the owner, i.e., this is the total number of shares due to the owner for this issue. The number of shares is a 12-digit field with four decimal places assumed. The last decimal point must always end in zero; therefore, calculate the number of shares to four decimal points and add a zero to the end. The decimal point is not actually entered.



Examples: 543 = 000005430000, 543.73 = 000005437300, 1,543.733 = 000015437330

37. PROP-ADD-SHARES – **This field is not used by California. Zero fill.**

38. PROP-DEL-SHARES – **This field is not used by California. Zero fill.**

39. PROP-REM-SHARES – **This field is not used by California. Zero fill.**

40. PROP-UNEXCHANGED-ISSUE-NAME – **This field is not used by California. Space fill.**

41. PROP-UNEXCHANGED-CUSIP – **This field is not used by California. Space fill.**

42. PROP-UNEXCHANGED-SHARES – **This field is not used by California. Zero fill.**

43. PROP-ACCT-NUMBER

Always enter the insurance policy or account number in this field.

Substitute the owner number if reporting mineral proceeds.

Substitute the GF number if it is an escrow account.

44. PROP-CHECK-NUMBER

Provide the check number if you're reporting cashier's checks or any other outstanding checks.

45. PROP-DESCRIPTION

Any additional information that will assist in identifying the owner of the property should be listed in the property description field. Information (such as the purchaser of a cashier's check, lease name of a mineral interest, or beneficiary of an insurance policy) should be listed in the property description. If you are reporting insurance-related property, please specify "L" for life insurance, "PC" for property and casualty insurance, or "AH" for accident and health insurance.

46. PROP-RELATIONSHIP-CODE

The PROP-RELATIONSHIP-CODE indicates who may claim the property. Refer to the Appendix for relationship codes.

**47. PROP-OWNER-TYPE-CODE**

The PROP-OWNER-TYPE-CODE indicates the type of owner. Refer to the Appendix for owner type codes.

**48. FILLER**

Space fill.

**PROPADD Record –  
Field Definitions/  
Specifications**

The PROPADD record contains information about additional owners of property recorded in the PROPERTY record. If there is more than one owner of a piece of property, each additional owner of the property will have a PROPADD record. PROPADD records must be contained within the same HOLDER/SUMINFO record set.

**1. TR-CODE**

This field must contain "3" to denote that the record is a PROPADD record.

**2. PADD-SEQUENCE-NUMBER**

This field will contain the PROP-SEQUENCE-NUMBER from the primary PROPERTY record.

**3. PADD-OWNER-TYPE**

This field should contain "A" to denote additional owner information.

**4. PADD-OWNER-NAME-LAST**

Enter the owner's last name or the company name if it is a business.

If the owner is a business, enter the business name exactly as adopted, except where the first word is "The." In this case, "The" should be placed at the end. For example: "The Smith Company" should be entered as "Smith Company The." Punctuation (periods, commas, apostrophes, etc.) should never be used under any circumstances. Do not abbreviate the first word of the company name, e.g., American vs. Amer, National vs. Natl. Also, do not use numeric values in the name field unless absolutely necessary. The word "first" should never be abbreviated as "1st." Exceptions can be made when a number is part of a company logo or registered trademark, such as A1 Inc or 84 Lumber. Company names containing initials should have spaces between them, e.g., J J Reynolds vs. JJ Reynolds.

Valid values for a business name include any alphanumeric characters.

Valid values for an individual's last name are alpha, space, apostrophe, and hyphen.

If the owner record is an aggregate, enter in this field "AGGREGATE." If the owner/owners are unknown, enter "UNKNOWN." California's aggregate amount is \$49.99 and under.

***Although California law allows holders to aggregate properties of \$49.99 or less holders are encouraged to report owner details when possible to assist in reuniting owners with their property.***

5. PADD-OWNER-NAME-FIRST

Enter the owner's first name. If a last name is present, this field requires at least an initial. If unknown, enter "UNKNOWN."

6. PADD-OWNER-NAME-MIDDLE

Enter the owner's middle name.

7. PADD-OWNER-NAME-PREFIX

Enter the owner's prefix, such as M/M (for Mr. and Mrs.).

8. PADD-OWNER-NAME-SUFFIX

Enter the owner's suffix, such as Jr, Sr, III.

9. PADD-OWNER-NAME-TITLE

Enter the owner's title, such as Dr, Pvt, Rev.

10. PADD-OWNER-ADDRESS – **This field is not used by California. Space fill.**

11. PADD-OWNER-CITY – **This field is not used by California. Space fill.**

12. PADD-OWNER-COUNTY – **This field is not used by California. Space fill.**

13. PADD-OWNER-STATE – **This field is not used by California. Space fill.**

14. PADD-OWNER-ZIP – **This field is not used by California. Space fill.**

15. PADD-OWNER-COUNTRY – **This field is not used by California. Space fill.**

16. PADD-OWNER-TAXID – **This field is not used by California. Space fill.**

17. PADD-OWNER-TAXID-EXT – **This field is not used by California. Space fill.**

18. PADD-OWNER-DATE-OF-BIRTH – **This field is not used by California. Zero fill.**

19. PADD-RELATIONSHIP-CODE

This field must be populated. The PADD-RELATIONSHIP-CODE indicates who must claim the property. Refer to the Appendix for relationship codes.

20. PADD-SEQ-NUMBER

This number is incremented by ONE for each additional owner of the property denoted by the PADD-SEQUENCE-NUMBER. For example, a piece of property has two owners in addition to the primary owner. The record for the first additional owner has a PADD-SEQ-NUMBER of "001," and the record for the second additional owner has a PADD-SEQ-NUMBER of "002."

21. PADD-OWNER-TYPE-CODE

This field must be populated. The PADD-OWNER-TYPE-CODE indicates the type of owner. Refer to the Appendix for owner codes.

22. PADD-NAME-ID

Enter "C" to identify the name on this record as being a business name. Space fill if this is an individual's name on this record.

23. FILLER

Space fill.

## **SECURITIES Record – Field Definitions/ Specifications**

If other securities-related information exists, there will be one SECURITIES record included after each PROPERTY record.

1. TR-CODE

This field must contain "5" to denote that the record is a SECURITIES record.

2. PROP-SEQUENCE-NUMBER

This field will contain the same PROP-SEQUENCE-NUMBER from the primary PROPERTY record.

3. SECR-SUBISSUE-NAME – **This field is not used by California. Space fill.**

4. SECR-ORIGINAL-SHRS-HELD

This field contains the original shares held by the owner at the time of last activity on the account. This number is used to help determine the proof required for the claimant.

5. SECR-ORIGINAL-REG-NAME

This field records the owner name EXACTLY as shown on the certificate or registration.

6. SECR-DELIVERY-METHOD – **This field is not used by California. Space fill.**

7. SECR-CERTIFICATE – **This field is not used by California. Space fill.**

8. SECR-SYMBOL – **This field is not used by California. Space fill.**

9. SECR-DEPOSIT-ACCOUNT – **This field is not used by California. Space fill.**

10. SECR-MUTL-FAMILY – **This field is not used by California. Space fill.**

11. FILLER

Space fill.

## **TANGIBLE Record – Field Definitions/ Specifications**

If tangible property information exists, there will be one TANGIBLE record included after each PROPERTY record. If you're reporting more than one TANGIBLE record for an individual owner, each TANGIBLE record must follow its own property record.

1. TR-CODE

This field must contain "6" to denote that the record is a TANGIBLE type property record.

2. PROP-SEQUENCE-NUMBER

This field will contain the PROP-SEQUENCE-NUMBER from the primary PROPERTY record.

3. TANG-SEQUENCE-NUMBER

A valid value is 001. There must be a separate property record for each tangible property.

## 4. TANG-BOX-NUMBER

Enter the number of the safe-deposit box, the collateral receipt number if loan collateral, or other identifying number for any other type of tangible property.

5. TANG-DESCRIPTION – **This field is not used by California. Space fill.**

## 6. TANG-UNPAID-RENT

Enter the amount of unpaid rent or storage fees due from the owner at the time the box was opened.

## 7. TANG-DRILLING-FEES

Enter the charges incurred to drill or open a safe-deposit box or the unpaid loan balance, if loan collateral.

8. TANG-OPENED-DATE – **This field is not used by California. Zero fill.**9. TANG-OPENED-BY – **This field is not used by California. Space fill.**

## 10. TANG-EXPIRED-DATE

Enter the date the safe-deposit box lease expired.

(a) TANG-EXPIRED-DATE-CCYY (four-digit year)

(b) TANG- EXPIRED-DATE-MM (two-digit month)

(c) TANG- EXPIRED-DATE-DD (two-digit day)

11. TANG-CATEGORY-TYPE-CODE – **This field is not used by California. Space fill.**

## 12. FILLER

Space fill.

**SUMINFO Record –  
Field Definitions/  
Specifications**

There will be one SUMINFO record included at the end of each holder report record set. It will contain summary information that will be used for balancing purposes and to verify completeness of the records reported.

## 1. TR-CODE

This field must contain "9" to denote that the record is a SUMINFO record.

## 2. SUMM-NBR-OF-RECORDS

This field should contain the total number of records reported, including the HOLDER, PROPERTY, PROPADD, and

SUMINFO records. The number of records is a six-digit field. The quantity recorded is always a whole number, i.e., no decimal positions. The minimum amount of records is two, HOLDER and SUMINFO. A two-record file represents a negative report, i.e., no owners reported.

### 3. SUMM-NBR-OF-PROPERTIES

This field should contain the total number of PROPERTY records. The number of property records is a six-digit field. The quantity recorded is always a whole number, i.e., no decimal positions.

### 4. SUMM-AMOUNT-REPORTED

This field should be the sum of the amount in the PROP-AMOUNT-REPORTED field on each PROPERTY record. The amount reported is a 12-digit field with two decimal places assumed. The decimal point is not actually entered.

Example: \$1,150,125.26 = 000115012526

### 5. SUMM-DEDUCTION-AMOUNT – **This field is not used by California.** **Zero Fill.**

### 6. SUMM-AMOUNT-ADVERTISED – **This field is not used by California. Zero fill.**

### 7. SUMM-ADDITION-AMOUNT – **This field is not used by California.** **Zero fill.**

### 8. SUMM-DELETION-AMOUNT – **This field is not used by California.** **Zero fill.**

### 9. SUMM-AMOUNT-REPORTED/REMITTED

This field should be the sum of the amount in the PROP-AMOUNT-REPORTED/REMITTED field on each PROPERTY record. The amount entered must match the amount actually reported to the State. The amount reported is a 12-digit field with two decimal places assumed. The decimal point is not actually entered.

Example: \$1,150,125.26 = 000115012526

## 10. SUMM-NBR-OF-SHARES

This field should be the sum of the amount in the PROP-NUMBER-OF-SHARES field on each PROPERTY record. The number of shares is a 14-digit field with four decimal places assumed. The decimal point is not actually entered.

Example: 124256.5981 = 00001242565981

11. SUMM-SHARES-ADD – **This field is not used by California. Zero fill.**12. SUMM-SHARES-DEL – **This field is not used by California. Zero fill.**

## 13. SUMM-SHARES-REPORTED

This field should be the sum of the amount in the PROP-REP-SHARES field on each PROPERTY record. The number of shares is a 14-digit field with four decimal places assumed. The decimal point is not actually entered.

Example: 124256.5981 = 00001242565981

14. SUMM-NEGATIVE-REPORT – **This field is not used by California. Space fill.**15. SUMM-SOFTWARE-VERSION – **This field is not used by California. Space fill.**16. SUMM-CREATOR – **This field is not used by California. Space fill.**17. SUMM-CREATOR-CONTACT – **This field is not used by California. Space fill.**

## 18. FILLER

Space fill.



# Appendix

# Escheat Periods

## California Unclaimed Property Law

<u>Section</u>	<u>Description</u>	<u>Period</u>
1513(a)(b)	Savings, Matured Time Deposits, Demand Deposits (Checking), NOW, plus Interest or Dividends	3 years
1513(c)	Traveler's Checks	15 years
1513(d)	Written Instruments/Cashier's Checks (Banking and Financial Assns.)	3 years
1513(e)	Money Orders	7 years
1513(f)	IRAs, Keogh Plans	3 years
1513(g)	Wages, Commission	1 year
1514	Safe-Deposit Boxes, Safekeeping Repositories	3 years
1515	Funds Held by Life Insurance Companies	3 years
1515.5	Demutualized or Related Reorganization (See Statute)	Varies
1516	Stocks, Dividends, Profit Distributions, Interest	3 years
1517	Liquidating Distributions	6 months
1518	Funds Held by Fiduciaries, Agents	3 years
1519	Funds Held by Government or Governmental Agencies	3 years
1519.5	Ordered Refunds	1 year
1520	Misc. Property Held in Normal Course of Business	3 years
1521	Employee Benefit Trust Distributions	3 years

# Summary of Redefined NAUPA II Securities Property Type Codes

This table details contrasts between California's unique reporting format, the NAUPA II standard, and the NAUPA II reporting program with California specifications for securities property type codes. Redefinition of the NAUPA II standard securities property type codes was necessary to accommodate California's requirement for securities issue types.

Other California Reporting Formats		NAUPA II Reporting Formats		
SCO Property Code	Security Issue Type	NAUPA II Property Code	New California Definition for NAUPA II Format	NAUPA II Standard Definition
04	blank	SC01	Dividends	Same
17	blank	SC02	Interest	Interest (Bond Coupons)
16	blank	SC03	Municipal Bond Earnings	Principal Payments
07	blank	SC04	Municipal Bonds	Equity Payments
02	U	SC05	Units	Profits
06	C	SC06	Liquidating Funds – Securities	Funds Pd to Purchase Shares
76	blank	SC07	Funds for Stocks and Bonds	Same
11	P	SC08	Preferred Securities	Shares of Stock (Returned by Post Office)
01	blank	SC09	Cash in Lieu of Fractional Shares	Cash for Fractional Shares
10	C	SC10	Shares Exchanged for Shares	Unexchanged Stock of Successor Corp
11	C	SC11	Common Securities	Other Cert of Ownership
11	I	SC12	Beneficial Interest	Underlying Shares or Other Outstanding Certificates
15	blank	SC13	Liquidating Fund Earnings (Unsurrendered Stocks or Bonds)	Funds for Liquidation/Redemption or Unsurrendered Stock or Bonds
03	D	SC14	Debentures	Same
03	B	SC15	US Government Securities/Bonds	US Government Securities
08	blank	SC16	Mutual Funds	Mutual Fund Shares
13	W	SC17	Warrants	Warrant (Rights)
08	blank	SC18	Mutual Bond Principal	Mature Bond Principal
14	R	SC19	Rights	Dividend Reinvestment Plan
15	blank	SC20	Liquidating Funds Earnings (Credit Balances)	Credit Balances
25	blank	SC99	Aggregate Security-related Cash	Same

# Holder Record Format

## NAUPA Electronic File Format

Field Number	Field Name	Number of Positions	From	Through	Type Class	Mandatory/ Required/ Optional	Acceptable Value (V) Comments/Edits
1	TR-CODE	1	1	1	N	M	(V) = "1"
2	HOLDER-TAXID	9	2	10	N	M	
3	HOLDER-TAXID-EXT-DEPARTMENT/BRANCH NUMBER	4	11	14	N	R	See Definitions
4(a)	HOLDER-RPT-MONTH-MM	2	15	16	C	M	(V) = 05 for Life Insurance Companies or 11 for all others.
4(b)	HOLDER-RPT-YEAR-YY	2	17	18	C	M	(V) = 00-99
5	HOLDER-RPT-TYPE	1	19	19	C	R	(V) = R
6	HOLDER-RPT-NUMBER	2	20	21	C	R	(V) = "01"
7	HOLDER-RPT-FORMAT	1	22	22	C	R	(V) = R
8	HOLDER-SIC-CODE	4	23	26	N	O	(V) = 0111 -9999
9	HOLDER-INCORPORATED-STATE	2	27	28	C	O	Appendix
10(a)	HOLDER-INC-DATE-CCYY	4	29	32	N	O	(V) = 1000 -9999
10(b)	HOLDER-INC-DATE-MM	2	33	34	N	O	(V) = 01-12
10(c)	HOLDER-INC-DATE-DD	2	35	36	N	O	(V) = 01-31
11	HOLDER-NAME	40	37	76	C	M	(V) = A-Z/0-9/SPACE/&
12	HOLDER-CITY	30	77	106	C	O	(V) = A-Z/0-9/Space
13	HOLDER-COUNTY	20	107	126	C	O	(V) = A-Z
14	HOLDER-STATE	2	127	128	C	O	Appendix
15(a)	HOLDER-CONTACT1-NAME	40	129	168	C	M	
15(b)	HOLDER-CONTACT1-ADDR1	30	169	198	C	M	
15(c)	HOLDER-CONTACT1-ADDR2	30	199	228	C	O	
15(d)	HOLDER-CONTACT1-ADDR3	30	229	258	C	O	Not used, space fill
15(e)	HOLDER-CONTACT1-CITY	30	259	288	C	M	(V) = A-Z/0-9/Space
15(f)	HOLDER-CONTACT1-STATE	2	289	290	C	M	Appendix
15(g)	HOLDER-CONTACT1-ZIP	9	291	299	C	M	Left justify, space fill
15(h)	HOLDER-CONTACT1-COUNTRY	3	300	302	C	M	Appendix
15(i)(1)	HOLDER-CONTACT1-TEL-AC	3	303	305	N	M	
15(i)(2)	HOLDER-CONTACT1-TEL-NBR	7	306	312	N	M	
15(i)(3)	HOLDER-CONTACT1-TEL-EXTENSION	4	313	316	C	O	Not used, space fill
15(j)	HOLDER-CONTACT1-EMAIL	50	317	366	C	O	Not used, space fill
16(a)	HOLDER-PROPERTY OWNER-NAME	40	367	406	C	R	Will be used for property owner contact purposes – to be printed on notices sent to owners by the SCO prior to the transfer of property per SB 86.
16(b)	HOLDER- PROPERTY OWNER - ADDR1	30	407	436	C	R	Will be used for property owner contact purposes – to

							be printed on notices sent to owners by the SCO prior to the transfer of property per SB 86.
16(c)	HOLDER- PROPERTY OWNER - ADDR2	30	437	466	C	O	Not used, space fill
16(d)	HOLDER-CONTACT2-ADDR3	30	467	496	C	O	Not used, space fill
16(e)	HOLDER- PROPERTY OWNER - CITY	30	497	526	C	R	(V) = A-Z/0-9/Space
16(f)	HOLDER- PROPERTY OWNER - STATE	2	527	528	C	R	Appendix
16(g)	HOLDER- PROPERTY OWNER - ZIP	9	529	537	C	R	Left justify, space fill
16(h)	HOLDER- PROPERTY OWNER - COUNTRY	3	538	540	C	R	Appendix
16(i)(1)	HOLDER- PROPERTY OWNER - TEL-AC	3	541	543	N	R	Will be used for property owner contact purposes – to be printed on notices sent to owners by the SCO prior to the transfer of property per SB 86.
16(i)(2)	HOLDER- PROPERTY OWNER - TEL-NBR	7	544	550	N	R	Will be used for property owner contact purposes – to be printed on notices sent to owners by the SCO prior to the transfer of property per SB 86.
16(i)(3)	HOLDER- PROPERTY OWNER - TEL-EXTENSION	4	551	554	C	O	Not used, space fill
16(j)	HOLDER- PROPERTY OWNER - EMAIL	50	555	604	C	O	Not used, space fill
17(1)	HOLDER-FAX-AC	3	605	607	N	O	Not used, zero fill
17(2)	HOLDER-FAX-NBR	7	608	614	N	O	Not used, zero fill
18	HOLDER-NAICS-CODE	6	615	620	C	O	Not used, space fill
19	FILLER	5	621	625	C	M	Space fill

# Property Record Format

## NAUPA Electronic File Format

Field Number	Field ID	Number of Positions	From	Through	Type Class	Mandatory/Required/Optional	Acceptable Values (V) Comments/Edits
1	TR-CODE	1	1	1	N	M	(V) ="2"
2	PROP-SEQUENCE-NUMBER	6	2	7	N	M	(V)=000001-999999
3	PROP-OWNER-TYPE	1	8	8	C	R	(V) ="P"
4	PROP-NAME-ID	1	9	9	C	M	(V)=C or space
5	PROP-OWNER-NAME-LAST	40	10	49	C	M	(V)=A-Z/0-9/Space/& See field definition for details
6	PROP-OWNER-NAME-FIRST	30	50	79	C	R	(V)=A-Z/0-9/Space/& See field definition for details
7	PROP-OWNER-NAME-MIDDLE	10	80	89	C	R	(V)=A-Z/0-9/Space/&
8	PROP-OWNER-NAME-PREFIX	10	90	99	C	R	(V)=A-Z/0-9/Space/&
9	PROP-OWNER-NAME-SUFFIX	10	100	109	C	R	(V)=A-Z/0-9/Space/&
10	PROP-OWNER-NAME-TITLE	6	110	115	C	R	(V)=A-Z/0-9/Space/&
11(a)	PROP-OWNER-ADDRESS1	30	116	145	C	R	(V)=A-Z/0-9/Space/&
11(b)	PROP-OWNER-ADDRESS2	30	146	175	C	O	Not used, space fill
11(c)	PROP-OWNER-ADDRESS3	30	176	205	C	O	Not used, space fill
12	PROP-OWNER-CITY	30	206	235	C	R	(V)=A-Z/0-9/Space
13	PROP-OWNER-COUNTY	20	236	255	C	O	
14	PROP-OWNER-STATE	2	256	257	C	R	Appendix
15	PROP-OWNER-ZIP	9	258	266	C	R	
16	PROP-OWNER-COUNTRY	3	267	269	C	R	Appendix
17	PROP-OWNER-TAXID	9	270	278	N	R	
18	PROP-OWNER-TAXID-EXT	2	279	280	C	O	
19(a)	PROP-OWNER-DOB-CCYY	4	281	284	N	O	(V)=1000-9999
19(b)	PROP-OWNER-DOB-MM	2	285	286	N	O	(V)=01-12
19(c)	PROP-OWNER-DOB-DD	2	287	288	N	O	(V)=01-31
20(a)	PROP-ST-TRANS-DATE-CCYY	4	289	292	N	M	(V)=1000-9999
20(b)	PROP-ST-TRANS-DATE-MM	2	293	294	N	M	(V)=01-12
20(c)	PROP-ST-TRANS-DATE-DD	2	295	296	N	M	(V)=01-31
21(a)	PROP-EN-TRANS-DATE-CCYY	4	297	300	N	O	Not used, zero fill
21(b)	PROP-EN-TRANS-DATE-MM	2	301	302	N	O	Not used, zero fill
21(c)	PROP-EN-TRANS-DATE-DD	2	303	304	N	O	Not used, zero fill
22	PROP-PROPERTY-TYPE	4	305	308	C	M	Appendix
23	PROP-AMOUNT-REPORTED	10	309	318	N	O	Not used, zero fill
24	PROP-DEDUCTION-TYPE	2	319	320	C	M	If Deduction Amt > 0
25	PROP-DEDUCTION-AMOUNT	10	321	330	N	M	
26	PROP-AMOUNT-ADVERTISED	10	331	340	N	O	Not allowed, zero fill
27	PROP-ADDITION-TYPE	2	341	342	C	O	Not allowed, space fill

28	PROP-ADDITION-AMOUNT	10	343	352	N	O	Not allowed, zero fill
29	PROP-DELETION-TYPE	2	353	354	C	O	Not allowed, space fill
30	PROP-DELETION-AMOUNT	10	355	364	N	O	Not allowed, zero fill
31	PROP-AMOUNT-REPORTED/REMITTED	10	365	374	N	M	If Cash >0
32	PROP-INTEREST-FLAG	1	375	375	C	O	Not used, space fill
33	PROP-INTEREST-RATE	7	376	382	N	O	Not used, zero fill
34	PROP-STOCK-ISSUE-NAME	25	383	407	C	M	If Security
35	PROP-STOCK-CUSIP	9	408	416	C	M	If Security
36	PROP-NUMBER-OF-SHARES	12	417	428	N	M	If Security
37	PROP-ADD-SHARES	12	429	440	N	O	Not used, zero fill
38	PROP-DEL-SHARES	12	441	452	N	O	Not used, zero fill
39	PROP-REM-SHARES	12	453	464	N	O	Not used, zero fill
40	PROP-UNEXCHANGED-ISSUE-NAME	25	465	489	C	M	Not used, space fill
41	PROP-UNEXCHANGED-CUSIP	9	490	498	C	M	Not used, space fill
42	PROP-UNEXCHANGED-SHARES	12	499	510	N	M	Not used, zero fill
43	PROP-ACCT-NUMBER	20	511	530	C	O	
44	PROP-CHECK-NUMBER	20	531	550	C	O	
45	PROP-DESCRIPTION	50	551	600	C	O	
46	PROP-RELATIONSHIP-CODE	2	601	602	C	R	Appendix
47	PROP-OWNER-TYPE-CODE	2	603	604	C	O	Appendix
48	FILLER	21	605	625	C	M	Space fill

# Additional Owner (PROPADD) Record Format

## NAUPA Electronic File Format

Field Number	Field ID	Number of Positions	From	Through	Type Class	Mandatory/ Required/ Optional	Acceptable Value (V) Comments/Edits
1	TR-CODE	1	1	1	N	M	(V) = "3"
2	PROP-SEQUENCE-NUMBER	6	2	7	N	M	(V) = PROP-SEQUENCE-NO
3	PADD-OWNER-TYPE	1	8	8	C	M	(V) = "A"
4	PADD-OWNER-NAME-LAST	40	9	48	C	M	(V)=A-Z/0-9/Space/& See field definitions for details
5	PADD-OWNER-NAME-FIRST	30	49	78	C	R	(V)=A-Z/0-9/Space/& See field definitions for details
6	PADD-OWNER-NAME-MIDDLE	10	79	88	C	R	(V)=A-Z/0-9/Space/&
7	PADD-OWNER-NAME-PREFIX	10	89	98	C	R	(V)=A-Z/0-9/Space/&
8	PADD-OWNER-NAME-SUFFIX	10	99	108	C	R	(V)=A-Z/0-9/Space/&
9	PADD-OWNER-NAME-TITLE	6	109	114	C	R	(V)=A-Z/0-9/Space/&
10(a)	PADD-OWNER-ADDRESS1	30	115	144	C	O	Not used, space fill
10(b)	PADD-OWNER-ADDRESS2	30	145	174	C	O	Not used, space fill
10(c)	PADD-OWNER-ADDRESS3	30	175	204	C	O	Not used, space fill
11	PADD-OWNER-CITY	30	205	234	C	O	Not used, space fill
12	PADD-OWNER-COUNTY	20	235	254	C	O	Not used, space fill
13	PADD-OWNER-STATE	2	255	256	C	O	Not used, space fill
14	PADD-OWNER-ZIP	9	257	265	C	O	Not used, space fill
15	PADD-OWNER-COUNTRY	3	266	268	C	O	Not used, space fill
16	PADD-OWNER-TAXID	9	269	277	C	O	Not used, space fill
17	PADD-OWNER-TAXID-EXT	2	278	279	C	O	Not used, space fill
18(a)	PADD-OWNER-DOB-YY	4	280	283	N	O	Not used, zero fill
18(b)	PADD-OWNER-DOB-MM	2	284	285	N	O	Not used, zero fill
18(c)	PADD-OWNER-DOB-DD	2	286	287	N	O	Not used, zero fill
19	PADD-RELATIONSHIP-CODE	2	288	289	C	R	Appendix
20	PADD-SEQ-NUMBER	3	290	292	N	M	Initial (V)=1, Increment by 1 for each owner on the same property
21	PADD-OWNER-TYPE-CODE	2	293	294	C	M	Appendix
22	PADD-NAME-ID	1	295	295	C	M	C or Space
23	FILLER	330	296	625	C	M	Space fill



# Securities Information Record Format

## NAUPA Electronic File Format

Field Number	Field ID	Number of Positions	From	Through	Type Class	Mandatory/ Required/ Optional	Acceptable Value (V) Comments/Edits
1	TR-CODE	1	1	1	N	M	(V) ="5"
2	PROP-SEQUENCE-NUMBER	6	2	7	N	M	(V) = PROP-SEQUENCE-NO
3	SECR-SUBISSUE-NAME	150	8	157	C	O	Not used, space fill
4	SECR-ORIGINAL-SHRS-HELD	12	158	169	N	M	If reporting securities
5	SECR-ORIGINAL-REG-NAME	70	170	239	C	M	Exact registration name
6	SECR-DELIVERY-METHOD	10	240	249	C	O	Not used, space fill
7	SECR-CERTIFICATE	20	250	269	C	O	Not used, space fill
8	SECR-SYMBOL	10	270	279	C	O	Not used, space fill
9	SECR-DEPOSIT-ACCOUNT	20	280	299	C	O	Not used, space fill
10	SECR-MUTL-FAMILY	50	300	349	C	O	Not used, space fill
11	FILLER	276	350	625	C	M	Space fill

# Tangible Property Record Format

## NAUPA Electronic File Format

Note: California allows only one TANGIBLE record for each property record. When reporting multiple TANGIBLE records for an individual owner, each TANGIBLE record must follow its own property record. Additionally, tangible properties must be reported separately from other property types.

Field Number	Field ID	Number of Positions	From	Through	Type Class	Mandatory/ Required/ Optional	Acceptable Value (V) Comments/Edits
1	TR-CODE	1	1	1	N	M	(V) ="6"
2	PROP-SEQUENCE-NUMBER	6	2	7	N	M	(V) = PROP-SEQUENCE-NO
3	TANG-SEQUENCE-NUMBER	3	8	10	N	M	
4	TANG-BOX-NUMBER	25	11	35	C	M	If property type code = SD01
5	TANG-DESCRIPTION	125	36	160	C	O	Not used, space fill
6	TANG-UNPAID-RENT	12	161	172	N	O	
7	TANG-DRILLING-FEES	12	173	184	N	O	
8(a)	TANG-OPENED-DATE-CCYY	4	185	188	N	O	Not used, zero fill
8(b)	TANG-OPENED-DATE-MM	2	189	190	N	O	Not used, zero fill
8(c)	TANG-OPENED-DATE-DD	2	191	192	N	O	Not used, zero fill
9	TANG-OPENED-BY	25	193	217	C	O	Not used, space fill
10(a)	TANG-EXPIRED-DATE-CCYY	4	218	221	N	O	(V)=1000-9999
10(b)	TANG-EXPIRED-DATE-MM	2	222	223	N	O	(V)=01-12
10(c)	TANG-EXPIRED-DATE-DD	2	224	225	N	O	(V)=01-31
11	TANG-CATEGORY-TYPE-CODE	4	226	229	C	O	Not used, space fill
12	FILLER	396	230	625	C	M	Space fill

# Summary Record Format

## NAUPA Electronic File Format

Field Number	Field ID	Number of Positions	From	Through	Type Class	Mandatory/ Required / Optional	Acceptable Value (V) Comments/Edits
1	TR-CODE	1	1	1	N	M	(V) = "9"
2	SUMM-NBR-OF-RECORDS	6	2	7	N	O	
3	SUMM-NBR-OF-PROPERTIES	6	8	13	N	O	
4	SUMM-AMOUNT-REPORTED	12	14	25	N	O	
5	SUMM-DEDUCTION-AMOUNT	12	26	37	N	M	Not used, zero fill
6	SUMM-AMOUNT-ADVERTISED	12	38	49	N	O	Not used, zero fill
7	SUMM-ADDITION-AMOUNT	12	50	61	N	O	Not used, zero fill
8	SUMM-DELETION-AMOUNT	12	62	73	N	O	Not used, zero fill
9	SUMM-AMOUNT-REPORTED/REMITTED	12	74	85	N	M	If >0
10	SUMM-NBR-OF-SHARES	14	86	99	N	O	
11	SUMM-SHARES-ADD	14	100	113	N	O	Not used, zero fill
12	SUMM-SHARES-DEL	14	114	127	N	O	Not used, zero fill
13	SUMM-SHARES-REPORTED	14	128	141	N	M	If >0
14	SUMM-NEGATIVE-REPORT	1	142	142	C	M	Not used, space fill
15	SUMM-SOFTWARE-VERSION	20	143	162	C	O	Not used, space fill
16	SUMM-CREATOR	20	163	182	C	O	Not used, space fill
17	SUMM-CREATOR-CONTACT	70	183	252	C	O	Not used, space fill
18	FILLER	373	253	625	C	M	Space fill

## NAUPA Codes

The codes and definitions on the following tables are identical to the NAUPA II standard, with the exception of the Securities Codes (SC01-SC99), which have been redefined to conform to California Unclaimed Property Law. Shaded areas indicate code information that is not used or allowed by California.

Deduction and Withholding Codes	
SW	Service Charge
IW	Interest Withheld or Discontinued – Not allowed by California
TW	Income Tax Withheld – Not allowed by California
DW	Dividends Withheld or Discontinued – Not allowed by California
MC	Mailing Cost – Not allowed by California
ZZ	Deduction Code Not Identified Above – Not allowed by California
Addition Codes	
DV	Dividends Earned – Not allowed by California
ER	Reported in Error on Advertising Report – Not allowed by California
IN	Interest Earned – Not allowed by California
ME	Additional Royalty or other Mineral Interest Payments – Not allowed by California
SP	Stock Split – Not allowed by California
ZZ	Addition Code Not Identified Above – Not allowed by California
Paid or Deletion Codes	
RO	Returned to Owner – Not allowed by California
ER	Erroneously Reported – Not allowed by California
RS	Reverse Stock Split – Not allowed by California
ZZ	Deletion Code Not Identified Above – Not allowed by California
Relationship Codes	
SO	Sole Owner
AD	Administrator
AF	Attorney for
AG	Agent for
AN	And
BF	Beneficiary
OR	Or

AO	And/Or
CC	Co-Conservator
CF	Custodian for
CN	Conservator
FB	For Benefit of
IN	Insured
TE	As Trustee for
EX	Executor or Executrix
JT	Joint Tenants with Rights of Survivorship
JC	Joint Tenants in Common
PA	Payee
PO	Power of Attorney
RE	Remitter
UG	Uniform Gift to Minors Act (UGMA)
GR	Guardian for
Property Type Codes	
AC01	Checking Accounts
AC02	Savings Accounts
AC03	Mature CD or Save Cert
AC04	Christmas Club Funds
AC05	Money on Deposit to Secure Fund
AC06	Security Deposit
AC07	Unidentified Deposit
AC08	Suspense Accounts
AC99	Aggregate Account Balances
CK01	Cashier's Checks
CK02	Certified Checks
CK03	Registered Checks
CK04	Treasurer's Checks
CK05	Drafts
CK06	Warrants
CK07	Money Orders
CK08	Traveler's Checks
CK09	Foreign Exchange Checks
CK10	Expense Checks
CK11	Pension Checks
CK12	Credit Checks or Memos

CK13	Vendor Checks
CK14	Checks Written off to Income
CK15	Other Outstanding Official Checks
CK16	CD Interest Checks
CK99	Aggregate Uncashed Checks
CT01	Escrow Funds
CT02	Condemnation Awards
CT03	Missing Heirs' Funds
CT04	Suspense Accounts
CT05	Other Court Deposits
CT99	Aggregate Court Deposit
IN01	Individual Policy Benefits or Claim Payments
IN02	Group Policy Benefits or Claim Payments
IN03	Proceeds Due to Beneficiaries
IN04	Proceeds from Matured Policies, Endowments, or Annuities
IN05	Premium Refunds
IN06	Unidentified Remittances
IN07	Other Amounts Due under Policy Terms
IN08	Agent Credit Balances
IN99	Aggregate Insurance Property
MI01	Net Revenue Interest
MI02	Royalties
MI03	Overriding Royalties
MI04	Production Payments
MI05	Working Interest
MI06	Bonuses
MI07	Delay Rentals
MI08	Shut-in Royalties
MI09	Minimum Royalties
MI99	Aggregate Mineral Proceeds
MS01	Wages, Payroll, Salary
MS02	Commissions
MS03	Workers' Compensation Benefits
MS04	Payments for Goods and Services
MS05	Customer Overpayments
MS06	Unidentified Remittances
MS07	Unrefunded Overcharges
MS08	Accounts Payable

MS09	Credit Balance – Accounts Receivable
MS10	Discounts Due
MS11	Refunds Due
MS12	Unredeemed Gift Certificates
MS13	Unclaimed Loan Collateral
MS14	Pension and Profit Sharing
MS15	Dissolution or Liquidation
MS16	Misc. Outstanding Checks
MS17	Misc. Intangible Property
MS18	Suspense Liabilities
MS99	Aggregate Misc. Property
SC01	Dividends
SC02	Interest
SC03	Municipal Bond Earnings
SC04	Municipal Bonds
SC05	Units
SC06	Liquidating Fund – Securities
SC07	Funds for Stocks and Bonds
SC08	Preferred Securities
SC09	Cash in Lieu of Fractional Shares
SC10	Shares Exchanged for Shares
SC11	Common Securities
SC12	Beneficial Interest
SC13	Liquidating Fund Earnings (Unsurrendered Stocks or Bonds)
SC14	Debentures
SC15	US Government Securities/Bonds
SC16	Mutual Funds
SC17	Warrants
SC18	Mutual Bond Principal
SC19	Rights
SC20	Liquidating Funds Earnings (Credit Balances)
SC99	Aggregate Security-Related Cash
SD01	SD Box Contents
SD02	Other Safekeeping
SD03	Other Tangible Property
TR01	Paying Agent Account
TR02	Undelivered or Uncashed Dividends
TR03	Funds Held in Fiduciary Capacity

TR04	Escrow Accounts
TR05	Trust Vouchers
TR99	Aggregate Trust Property
UT01	Utility Deposits
UT02	Membership Fees
UT03	Refunds or Rebates
UT04	Capital Credit Distributions
UT99	Aggregate Utilities
ZZZZ	Properties Not Identified Above
Owner Type Codes	
OT	All Owners except Aggregate or Unknown – Not used by California
UN	Unknown Owner (no name available) – Not used by California
AG	Aggregate Owner – Not used by California
Security Delivery Codes	
DTC	Direct Transfer – Not used by California
PHYSICAL	Physical Certificate Delivery – Not used by California
ACCOUNT	Registration of Account Only – Not used by California
UNT	Securities Not Transferable – Not used by California
NAICS Codes	
Available at <a href="http://www.census.gov/epcd/www/naics.html">http://www.census.gov/epcd/www/naics.html</a>	



## State Codes

State	Initial	State	Initial
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

# Country Codes

Country	Code	Country	Code
Afghanistan	AFG	Benin	BEN
Albania	ALB	Bermuda	BMU
Algeria	DZA	Bhutan	BTN
American Samoa	ASM	Bolivia	BOL
Andorra	AND	Bosnia/Herzegovina	BIH
Angola	AGO	Botswana	BWA
Anguilla	AIA	Brazil	BRA
Antigua	ATG	British Virgin Islands	VGB
Argentina	ARG	Brunei Darussalam	BRD
Armenia	ARM	Bulgaria	BUL
Aruba	ABW	Burkina Faso	BUK
Australia	AUS	Burundi	BRN
Austria	AUT	Cambodia	KHM
Azerbaijan	AZE	Cameroon	CMR
Bahamas	BHS	Canada	CAN
Bahrain	BHR	Cape Verde	CPV
Bangladesh	BGD	Cayman Islands	CYM
Barbados	BAR	Central African Rep	CAF
Barbuda	BRB	Chad	TCD
Belarus	BLR	Chile	CHL
Belgium	BEL	China	CHN
Belize	BLZ	Colombia	COL

<u>Country</u>	<u>Code</u>	<u>Country</u>	<u>Code</u>
Comoros	COM	Fiji	FJI
Congo	COG	Finland	FIN
Cook Islands	COK	France	FRA
Costa Rica	CRI	French Guiana	GUF
Cote d'Ivoire	CIV	French Polynesia	PYF
Croatia	HRV	Gabon	GAB
Cuba	CUB	Gambia	GMB
Cyprus	CYP	Georgia	GEO
Czech Republic	CZE	Germany	DEU
Democratic Rep. Of Congo	COD	Ghana	GHA
Denmark	DNK	Gibraltar	GIB
Djibouti	DJI	Greece	GRC
Dominica	DOM	Greenland	GRL
Dominican Rep	DOR	Grenada	GRD
Ecuador	ECU	Guadeloupe	GLP
Egypt	EGY	Guam	GUM
El Salvador	SLV	Guatemala	GTM
Equatorial Guinea	GNQ	Guinea	GIN
Eritrea	ERI	Guinea-Bissau	GNB
Estonia	EST	Guyana	GUY
Ethiopia	ETH	Haiti	HTI
Falkland Islands	FLK	Holy See	VAT
Faroe Islands	FRO	Honduras	HND

Country	Code	Country	Code
Hong Kong	HKG	Lebanon	LBN
Hungary	HUN	Lesotho	LSO
Iceland	ISL	Liberia	LBR
India	IND	Libyan Arab Jamahiriya	LBY
Indonesia	IDN	Lichtenstein	LIE
Iran	IRN	Lithuania	LTU
Iraq	IRQ	Luxembourg	LUX
Ireland	IRL	Macao	MAC
Israel	ISR	Madagascar	MDG
Italy	ITA	Malawi	MWI
Ivory Coast	IVC	Malaysia	MYS
Jamaica	JAM	Maldives	MDV
Japan	JPN	Mali	MLI
Jordan	JOR	Malta	MLT
Kazakhstan	KAZ	Marshall Islands	MHL
Kenya	KEN	Martinique / Mauritania	MRT
Kiribati	KIR	Mauritius	MUS
Korea (Democratic people's republic)	PRK	Mayotte	MYT
Kuwait	KWT	Mexico	MEX
Kyrgyzstan	KGZ	Micronesia	FSM
Lao People Dem Rep	LAO	Monaco	MCO
Latvia	LVA	Mongolia	MNG

Country	Code	Country	Code
Montserrat	MSR	Papua New Guinea	PNG
Morocco	MAR	Paraguay	PRY
Mozambique	MOZ	Peru	PER
Myanmar	MMR	Philippines	PHL
Namibia	NAM	Pitcairn Islands	PCN
Nauru	NRU	Poland	POL
Nepal	NPL	Portugal	PRT
Neth. Antilles	NAN	Puerto Rico	PRI
Netherlands	NLD	Qatar	QAT
New Caledonia	NCL	Rep of Korea	KOR
New Zealand	NZL	Rep of Moldova	MDA
Nicaragua****	NIC	Reunion	REU
Niger	NER	Romania	ROU
Nigeria	NGA	Russian Federation	RUS
Niue	NIU	Rwanda	RWA
Norfolk Island	NFK	Saint Helena	SHN
No. Mariana Islands	MNP	St. Kitts and Nevis	KNA
Norway	NOR	Saint Lucia	LCA
Occupied Palestinian Territory	PSE	St. Pierre and Miquelon	STP
Oman	OMN	St. Vincent and the Grenadines	VCT
Pakistan	PAK	Samoa	WSM
Palau	PLW	San Marino	SMR
Panama	PAN	Sao Tome and Principe	SAO

Country	Code	Country	Code
Saudi Arabia	SAU	The former Yugoslav Rep of Macedonia	MKD
Senegal	SEN	Timor-Leste	TLS
Serbia and Montenegro	SCG	Tobago	TRI
Seychelles	SYC	Togo	TGO
Sierra Leone	SLE	Tokelau	TKL
Singapore	SGP	Tonga	TON
Slovakia	SVK	Trinidad and Tobago	TTO
Slovenia	SVN	Tunisia	TUN
Solomon Islands	SLB	Turkey	TUR
Somalia	SOM	Turkmenistan	TKM
South Africa	ZAF	Turks and Caicos Islands	TCA
Spain	ESP	Tuvalu	TUV
Sri Lanka	LKA	Uganda	UGA
Sudan	SDN	Ukraine	UKR
Surinam	SUR	United Arab Emirates	ARE
Svalbard and Jan Mayen Isls.	SJM	United Kingdom of Great Britain and No. Ireland	GBR
Swaziland	SWZ	Uruguay	URY
Sweden	SWE	Uzbekistan	UZB
Switzerland	CHE	Vanuata	VUT
Syrian Arab Republic	SYR	Venezuela	VEN
Tajikistan	TJK	Vietnam	VNM
Thailand	THA	Virgin Islands	VIR

<u>Country</u>	<u>Code</u>	<u>Country</u>	<u>Code</u>
Wake Island	WKI	Yemen, Peoples	YEM
Wallis and Futuna Islands	WLF	Zambia	ZMB
Western Sahara	ESH	Zimbabwe	ZWE

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